

Archuleta County Fair

Special Board Meeting Minutes – Wednesday, August 25, 2022

The meeting was called for the purpose of covering required business and to start the evaluation of the 2022 Fair while still fresh in the minds of board members. The meeting took place at the CSU Extension building and was called to order at 6:10pm by president Kerry Keegan. A quorum (6 of 9) board members were present: Tonya Steadmon, Emily Martinez, Sharon Jennings, Cindy Snarr, Kerry Keegan, Stetson Keegan, and Fair Coordinator Alexa Martinez.

Treasurer's Report-

- a) Sharon distributed copies of the most recent Revenue and Expenses report along with the G/L numbers and descriptions. Two expected checks for sponsorships, Pagosa Springs Medical Center (Sharon will contact Jodi Scarpa) and First Southwest Bank have not been received. b) A motion to approve payment of the listed invoices was made by Cindy Snarr, seconded by Emily Martinez, and approved by voice vote. 1) Navajo Laundry for laundering table linens from Exhibit Hall \$188.10, 2) Heather McCauley for janitorial services \$2,095.00 (it was agreed that the \$45 billing fee on the invoice be removed), 3) Pine Valley Rental for lighting \$959.00, 4) Pine Valley Rental for scissor lift \$772.80, 5) Pine Valley Rental for spider boxes \$526.00, 6) Elizabeth Vail for judge/superintendent meals \$34.48, 7) Archuleta County 4-H Council for ½ cost of Fair entry software program \$150.00 and honoree, royalty, fair board Chuck Wagon tickets \$300.00. These invoices will be dropped off to County Finance.
- c) There were 247 bags of ice logged out; 276 bags were sold. An invoice to vendors who bought ice will be issued. Payment was received from R&B Barbeque, Cruzin Vittles, Redneck Smoke, Rotary Beer Garden. Ice for the San Juan Rangers will be paid for by Fair.
- d) Any outstanding invoices must be received by Finance before the end of the year; we cannot carry over 2022 business into 2023. Cindy will contact her son to get an invoice for the refrigerator \$800.
- e) The cost of the beer, \$151.96, purchased for the Brews Fishing game, which was cancelled, was given to Rotary and they sold it. That amount was deducted from the Beer Garden proceeds and paid back to the County to offset the purchase made on the P-card.
- f) The only vendor deposit, \$200, not returned to the vendor was for the Republican Committee who shut down before the 2:00 Sunday deadline and were not there when Sharon went around to return deposit checks.
- g) Receipts or unused/partially used gift cards need to be turned in so County can reconcile those P-Card purchases. Kerry offered to see Becca at City Market about the \$717.85 charge on the P-Card. Emily thought it would be easier to visit the store.
- h) One \$25 refund was given to the Democratic Party as they paid for power and received a boxed extension cord, but it was never hooked up. Sharon took petty cash and refunded them. One \$44 refund was given to a family who went to the Thursday rodeo and could not come back to exchange their 'tickets' for Friday or Saturday.
- i) A copy of the notes from the August 16 budget work session was distributed. Exhibit Hall has asked for \$2,400 and Contract Labor asked for \$4,000.00.
- j) Sharon heard back from Becky Jacobson that the Buyer's Tent rental, \$385, might be chargeable to the Bank of Colorado (the sponsor of the Auction). Alexa will check Mountain Peak Rentals' records to determine if a credit is due to Fair and a bill due to the bank.
- k) Kerry said Rotary made about \$10,000 from the Beer Garden; it will be split three ways as agreed prior to Fair. Kenny Rogers is going to speak with Coors about sponsoring the next beer garden in some way. Mr. Janowski of the Wrestling Team will be asked to send members of the team to assist Fair in set-up; it was felt they should participate in the Fair to take part in the proceeds.

Committee Reports-

Entertainment: Music – Good things were heard. Some of the bands have outdated equipment so hookups did not match the audio equipment provided. The viability of having a Thursday band was mentioned.

Entertainment: Other – Lisa Saunders/Karaoke said there were 'glitches' behind the scenes with the Sound Technicians; she needed them to adjust the sound to each singer (as prior sound techs used to do), but they said they couldn't. She felt they weren't very professional. Sound techs need to 'do sound' versus just providing a PA system. They had to leave at 2:00 but the program went until 4:00 so she had to have her own equipment brought in.

Exhibit Hall: One missing exhibitor photography entry was missing. Lisa has made email contact with all entrants to see if someone picked it up by mistake. Sharon heard from Piecemakers Quilt Guild that a new coordinator for the Quilt program is being sought; Janet Kubelka is retiring.

Honorees: Two names, Frederick Sorenson and Sarah Martin will be added to the Dedication list for 2023.

Parking: The San Juan Rangers had a challenging time getting volunteers this year. The overflow field needs to be relined. Tim and Kent did an excellent job taking care of getting the overflow field marked at the last minute.

Rodeos: The Thursday night production did not work. These rodeo goers were allowed to come in for free on Friday or Saturday since the program was so short. It was felt that the contractor was not invested in either the Thursday night or Sunday rodeos. The contract and the posters were late. The sponsorship list was not read by the announcer at every rodeo. Fair will have to go out to bid for a 2023 contractor as a second group has expressed interest in taking on the productions (Whitley & Baca). 4-H members were told they could not participate in the Thursday rodeo by 4-H leadership. The rodeo could have been started later since the pig show took longer than expected. On Friday there were forty contestants in the arena; Saturday was good fun; Sunday's Kids rodeo was shorter than in prior years.

Royalty: Some reorganization of their schedule needs to be made. A Code of Conduct needs to be created for royalty and parents. Gracelyn Kiker was not used as National Anthem singer at some Rodeos.

Old Business-

Set-Up/Clean-Up: Had some volunteers and/or community service workers come in over the weekend (including Friday).

Future opportunities for volunteers: 1) Walmart has a volunteer program where companies that employees volunteer with are eligible for grants for their organization. 2) Check with the Sheriff's Department for their work release program. 3) Find people interested to come in to help with certain projects during the year. Bonnie Weathers signed up early to come in prior to Fair but wasn't called. She did come into the office during Fair and assist with projects.

Comments from Vendors and Education Boothers: While returning deposits, Sharon queried some vendors and education organizations for their input on the Fair. Several suggested the Education tent and Market tent be kept separated with a divider or use a second tent. Better signage; list all vendors & organizations on the outside; the tent sign only showed "Education"; fairgoers didn't know to come in. Need better flow if putting both groups together; put vendors around the edges so fairgoers had to walk past vendors. "Very hot in the tent...turn halogen lights off in daytime." "Great, positive, will build off of this experience." "Fun, loved it, liked the space. Quite warm so bring more fans. Close/lock up space at night. Made more here than on the 4th of July event downtown." Food Vendor: "Would like a dump station for gray water." "Great, awesome. Need fans and better signage stating vendors inside (not just education)." "Appreciate all the board is doing. Need better communication around town about what is happening at Fair. During 4-H promo send out a Bill of Fair listing activities." "Want to come back in 2023 for sure. No negatives...only positives." "Need more activities especially for teens." "It was great. Do not set up any tents by the Sheriff van as the exhaust while they ran the air was choking." "Put sellers in back and educators in the front. Would rent a stand-alone tent next time." "Education and Art sellers don't mix." "Requiring four-day attendance is not doable for small artists/sellers. Have flexible days/times."

Grounds/Logistics: Kerry said the light pole in the center area keeps going out. She spoke with Derek Woodman who said the County will get it up and running.

Kids Games: Games need to be planned for kids so even the groups covering will have games to do. The Story Walk did not seem to be understood. Suggest a handout explaining it be available at the main entrance and kids game tent.

Kid's Train: At least five cars had to be removed as the bearings kept come apart and wheels could not turn.

Petting Zoo: No significant issues except lack of animals. Brought in donations from the game.

Thank You Ad: The existing list of Sponsors (monetary & services) and Fair resources for the newspaper Thank-You ad was passed around to review. Alexa will send thank-you notes volunteers by mail or gmail. Sharon will send thank-you notes and/or receipts to Sponsors and Vendors.

The next regular Board meeting is at 6:00pm Wednesday, September 14, 2022 at the CSU building. This will be our final Wrap-Up and allow taking care of any required business.

The meeting was adjourned at 7:17pm.

Sharon Jennings
Secretary

Minutes approved September 14, 2022 as corrected (Budget item amount)